

# SDFS APPLICATION

## PART II - SDFS PROGRAM INVENTORY INTRODUCTION

This part of the grant is divided into:

- Researched Based Proven Effective Programs being implemented in Idaho
- Idaho Researched Based Programs based on Risk/Protective Factors and Developmental Assets  
**SCIENTIFIC RESEARCH-BASED RISK AND PROTECTIVE FACTORS**  
Source: National Institute on Drug Abuse. Preventing Drug Use Among Children and Adolescents: A Research-Based Guide for the Community (1997)

This program inventory part of the application is crucial in meeting the grant application requirement for Principles of Effectiveness:

In more than 20 years of drug abuse research, the National Institute on Drug Abuse (NIDA) has identified important principles for prevention programs in the family, school, and community. Prevention programs often are designed to enhance “protective factor” and to reduce “risk factors.” Protective factors are those associated with reduced potential for drug use. Risk factors are those that make drug use more likely. Research has shown that many of the same factors apply to other behaviors such as youth violence, delinquency, school dropout, risky sexual behaviors, and teen pregnancy.

**Idaho school district prevention programs are designed to enhance “protective factors” and move toward reversing or reducing known “risk factors.”**

- **Protective factors** include strong and positive bonds within a pro-social family; parental monitoring; clear rules of conduct that are consistently enforced within the family; involvement of parents in the lives of their children; success in school performance; strong bonds with other pro-social institutions such as school and religious organizations; and adoption of conventional norms about drug use.
- **Risk factors** include chaotic home environments, particularly in which parents abuse substances or suffer from mental illnesses; ineffective parenting especially with children with difficult temperaments or conduct disorders; lack of mutual attachments and nurturing; inappropriately shy or aggressive behavior in the classroom; failure in school performance; poor social coping skills; affiliations with deviant peers or peers displaying deviant behaviors; and perceptions of approval of drug-using behavior in family, work, school, peer, and community environments.

**IF** programs are proven non-effective in meeting the Goals/Objectives within two years, programs will need to be re-evaluated and adjustments made.

- The program inventory program listing application is divided into three areas:
  - Sections ( matching budget page titles)
  - Categories (focus areas of each section)
  - Program ( programs, activities and services being provided in each category and will need to be named specially in the description portion of the budget pages)

More clarification of these program components may be found in the Idaho Guidelines on the SDFS Grant Website.

# Safe & Drug Free Schools

## Part II - Program Inventory and Budgets Application

### School Year 2006-2007

(For more detailed instructions go to the Program Inventory and Budgets Training Version on the web)

The Safe and Drug-Free Schools web-based Program Inventory and Budget Application for the 2006-07 school year has been enhanced with new features. This application has been developed to assist the districts to enter the program inventory and budget data online and validate the data before sending it to the SDE. The districts can now select the research based and district programs being implemented by the district along with the risk/protective factors and developmental assets. The list of research based and district programs along with the risk/ protective factors and developmental assets need to be printed (in landscape page setup) and sent to the SDE as part of the 2006-07 application package.

The budget forms are the same as last year, and provide the option for the budgets totals to be computed automatically. Please note that after completing and saving the budget sheets, each budget sheet must be printed in landscape. (Use print version of budget only). Below are instructions on how to use the web application.

Thank you for your support on this project.

#### INSTRUCTIONS

##### Login

1. To access the Safe and Drug Free Schools web-based Program Inventory and Budget application system, enter the website: <http://www.sde.state.id.us/Safe/SDFSBBudgets/>

*The Login Screen appears*

2. In the **Login Screen** (Figure 1), select the **District:** from the District list box.

3. Enter the assigned **Password:** (same password used for the incident tracking)

4. Click the **Login** button.

**NOTE:** Contact the Webmaster at [webmaster@sde.idaho.gov](mailto:webmaster@sde.idaho.gov) for technical problems or password needs. For all other questions or needs, contact Nelma Plante at [NJPlante@sde.idaho.gov](mailto:NJPlante@sde.idaho.gov)

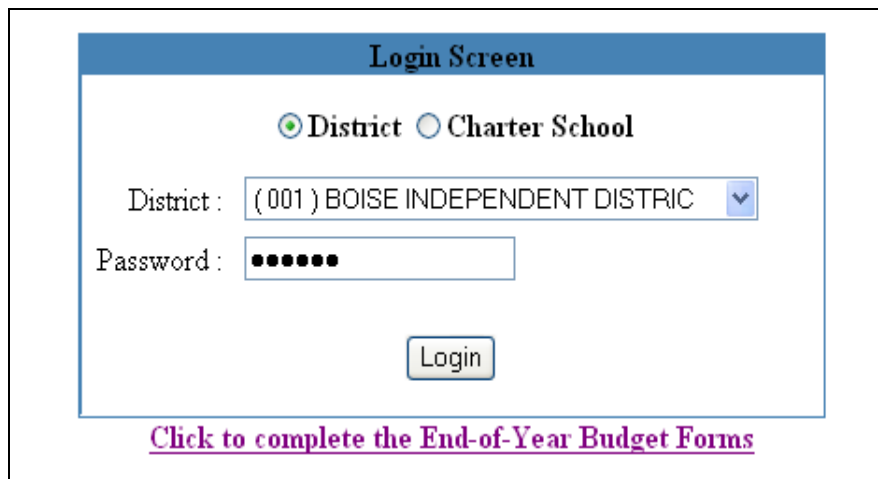


Figure 1

- To complete your 2005-2006 Budgets (do not Login on this screen as shown on Figure 1) instead, click on End-of-Year Budget forms line below the word “Login” to go directly to Budget Forms and then you will Login with your Password on the new Login screen.

## Program Inventory and Budget Forms

After logging in successfully, the **Program Inventory and Budget Forms** screen (Figure 2) appears.

**NOTE:** The links on the upper half of this page are instructions and links to documents that can be viewed/downloaded and will assist in completing the budget application.

**Safe and Drug-Free Schools (SDFS)**  
**Program Inventory and Budget Forms 2006-2007 - Main Page**

Below you will find information to assist you in completing this program portion of the SDFS application:

- View Comprehensive listing of Researched Based Proven Effective Programs
  - [Matrix](#)
  - [SAMHSA Model Program](#)
  - [Resources for Research-Based Programs](#)
- [View Idaho's Research Based Program Listings](#)
- [View SDFS Program Inventory Listing \(Sections/Categories/Programs\)](#)
- [View Application Instructions \(Training Version\)](#)

<a href="#">I. Idaho Researched Based Effective Programs</a>	View and select Idaho Researched Based Effective Programs that are being implemented by your district.
<a href="#">II. SDFS District Programs Being Implemented</a>	View and select all your District Programs being implemented.
<a href="#">III. View and Print Researched Based and District Programs Being Implemented</a>	View and select all your Researched based and District Programs being implemented. <b>(These pages are to be printed in landscape and submitted as part of your application.)</b>
<a href="#">IV. Enter Budgets Main page</a>	Enter Budgets Main page to complete each budget based on the programs/curriculums selected above.
<a href="#">Logout</a>	Logout of this application

*Figure 2*

### (I) Idaho Researched Based Effective Programs

1. Click the **“Idaho Researched Based Effective Programs”** to start working on the application.
2. Select all the Research Based programs being implemented by your district and all the applicable focus areas and grade levels for each program.
3. **Save** all the programs that are being implemented by the district
4. Click the **“Return to Main Page”** button, to return to the main page (Figure 2).

### (II) SDFS District Programs being implemented

The next section that needs to be completed is the District Programs being implemented.

1. Click on the link **“SDFS District Programs Being implemented”**
2. Select all the District programs in each section (#2 through 12), identifying programs being implemented by your district and all the applicable focus areas, grade levels, risk/protective factors and developmental assets for each program.
3. **Save** all the programs that are being implemented.
4. Click the **“Return to Main Page”** button.

**NOTE:** Update or Delete a Program

The selected programs in the **Idaho Researched Based Effective Programs** and the **SDFS District Programs Being implemented** links can be updated or deleted by clicking the “Edit” or “Delete” buttons respectively. (Steps I and II)

### (III) View and Print Researched Based and District Programs Being Implemented

Click the **“View and Print Researched Based and District Programs Being Implemented”** link, after completing Steps I and II.

*This screen lists all the programs along with the risk/protective factors and developmental assets that have been selected by the district.*

**Print each of these reports in landscape and attach it with your application package.**

### (IV) Enter Budgets Main page

Click the **“Enter Budgets Main page”** link, after selecting all the programs. (Steps I and II).

The **Budget Main** page appears (Figure 3). Budget Form #1 through 12 are budget hyperlinks to enter budget data.

SDFS Budgets Main Page 2006-2007		
<a href="#">Budget Form #1</a>		Staff
<a href="#">Budget Form #2</a>		Intervention Services (Drug testing, Contracted Services, Individual Counseling, Support/Ed groups, Drug/Alcohol Assessment)
<a href="#">Budget Form #3</a>		Curriculum/ Courses
<a href="#">Budget Form #4</a>		Non-Curricular Programs/ Activities (Program/ Activities - during lunch - before and after school - which emphasize or reinforce substance abuse prevention programs)
<a href="#">Budget Form #5</a>		Peer Delivered Programs (Peer Mediation, Cross Age Teaching)
<a href="#">Budget Form #6</a>		Special Events (Assemblies, Red Ribbon, Presentations)
<a href="#">Budget Form #7A, 7B &amp; 8</a>		Alternative School Programs; Private/ Charter School Programs Programs Servicing Students in/from Juvenile Corrections System
<a href="#">Budget Form #9</a>		Staff Development (Workshops, Conferences, Trainings)
<a href="#">Budget Form #10</a>		Operational Expenses (Materials, Supplies, Mailing, Indirect Costs)
<a href="#">Budget Form #11</a>		Parent/ Community Programs
<a href="#">Budget Form #12</a>		Volunteer Involvement
<a href="#">View &amp; Print Budget Summary</a>		View & Print Summary of all Budgets
<a href="#">Return</a>		Return to Main Page

Figure 3

All the research based and district programs that were selected in Steps I and II, will be populated in the respective budgets sheets.

**\* The district should complete the following columns: Program Description, Grade Level and Budgeted Amounts.**

**NOTE:** If program categories have not been selected for a particular budget, the message in *Figure 4* is displayed. Ignore this message, if the district does not have any programs against this program category.

No programs/curriculums have been selected for this Budget.  
Please complete the programs/curriculums section for this budget and try again.

Return to Budget Main Page
Go to Programs Inventory Main Page

Figure 4

If there are programs that need to be against this budget:

- a. Click the “Go to Programs Inventory Main Page”
- b. Select the appropriate program categories.
- c. Click the Enter Budget Main page screen to enter the budget information.

1. In the budget screen, **data can be entered only in the shaded columns of each budget.**  
*The remaining columns will be available for data entry at the end of the school year. Data validation and totals are computed on the budget sheets as data is entered.*  
\* After completing the individual budget page, **remember** to save the information by clicking the 'Save and Return to Budget Page' button, so that it can be accessed at a later time.  
**NOTE:** Clicking on the 'Return to Budget Page' button **does not save** the data.
2. On the Budget Main Page (Figure 3), there is an icon of a printer. Click on this icon to see the print version of the Budget sheet. This screen displays all the data entered from the data entry screen, but is in a view-only mode for printing. Additional information such as when the data was saved and time of printing is displayed at the top of the budget sheet.
3. The **'View and Print Budget Summary'** displays a summarized version of all the Budgets that have been entered.  
If the total budgeted and actual amounts do not match, a warning is displayed at the top of the Summary page, and the user has to correct the amounts in the respective budgets. During evaluation submission, additional warning messages are displayed if any of the budgets have evaluation amounts, but no student count is entered.  
**NOTE:** Before sending the application package, be sure that the 'Budget Summary' page does not have any warnings such as *'Total budgeted and actual amounts do not match'*. Similarly, during evaluation submission, be sure that the 'Budget Summary' page does not have any warnings such as *'In Budget XYZ, there are programs that have Evaluation amounts, but Student counts are not completed'*.

#### **Evaluation Application Requirements**

- **2005-2006 Evaluation Budget Sheets with actual expenditures and number of participating students completed needs to be sent to the SDE as part of the year end report.**

#### **Grant Approval Requirements**

- **The Printed Version of the Research Based and District programs, Risk/Protective factors and Developmental Assets for all the district programs.**
- **All Budget sheets and Budget Summary page needs to be sent to the SDE as part of the 2006-07 application.**

**Proven Researched Based Program  
To be added to Idaho's listing for following year**

**New Idaho Proven Researched Based Program being implemented not found on the list**

Please provide the following information for your Proven Researched Based Program:

**District:** \_\_\_\_\_

**Year started implementation** \_\_\_\_\_

<b>Name of Program</b>	<b>Proven Researched Based Effective Program Listing(s) where program is found. (SAMHSA, WCAPT, etc.)</b>	<b>Focus Area</b> <ul style="list-style-type: none"> <li>• Alcohol/tobacco/other drugs</li> <li>• Life Skills</li> <li>• Violence</li> <li>• Character Ed</li> </ul>	<b>Grade Level(s)</b> <ul style="list-style-type: none"> <li>• Elementary</li> <li>• Jr. High /Mid School</li> <li>• Alternative School</li> <li>• Parents</li> </ul>